



Cultural Districts Reporting Requirements (Rev. Jan 2011)

By October 1 of each year beginning one year after certification, the Local Governing Authority (LGA) must complete an Annual Report on the impact of the Cultural District reflecting the activity of the prior fiscal year, July 1 to June 30.

I. Annual Report

The Annual Report is collected via online survey. The link to the report will be provided by August 1 each year to the designated liaison for each Cultural District. The report asks for the following information:

1. Name of Cultural District.
2. Name and contact information for the person completing the report
3. List and describe Cultural District accomplishments for the past year. (Information may include status of renovation and other capital projects; infrastructure improvements; marketing efforts; impact on tourism; crime rate, etc.)
4. Tax exemption information- number of businesses and individuals taking advantage of the original art sales tax exemption
5. Number of renovation projects begun
6. The percent of vacant buildings; compare this to the vacancy before certification as a Cultural District
7. List any additional local incentives offered to businesses and/or qualifying residing artists in the district
8. List measures of cultural events and programs, including attendance estimates
9. Describe progress toward goals stated in the initial application related to Artistic, Community, and Economic development

Additional Questions on the annual report are about the organizational structure, communication and promotion techniques, and needs of the cultural district.

Supplemental materials to the Annual Report should be scanned and emailed to Gaye Hamilton at ghamilton@crt.state.la.us. They might include-

1. Promotional materials: brochures; web site notices; any marketing collateral
2. Publicity: newspaper, magazine, TV/radio; web postings
3. Meeting notes or minutes for cultural district organizational meetings

II. Sales Tax Information

The following information must be provided to the OCD by the LGA and may be obtained from the local tax administrator for each Cultural District:

- The sales tax revenue generated in the district
- The value of sales tax exemptions claimed on sales of original works of art

III. Historic Tax Credit Information

The following information will be collected internally within the OCD by accessing data tracked by the Office of Historic Preservation:

- The number, value, and type of historic rehabilitation tax credits applied for
- The number, value, and type of historic rehabilitation tax credits awarded
- The value of investment in the district through rehabilitation, building, or other projects

Information gathered from the annual reports is used to evaluate the impact of the Cultural Districts program overall and for biannual reporting to the legislature beginning in 2011. The reports will also be used to monitor and evaluate the impact on individual Cultural Districts and communities for compliance with the Cultural Districts criteria. Successes and challenges of the Cultural Districts program gleaned from the reports will inform program improvements and other initiatives.

If the Cultural District fails to submit the annual report by October 1, the OCD will report such failure to the House Committee on Ways and Means and the Senate Committee on Revenue and Fiscal Affairs. The OCD may initiate action to revoke Cultural District certification for failure to submit an annual report.